

THE DIRECTOR OF
CENTRAL INTELLIGENCE

12 JUL 1988

National Intelligence Council

STAT

*This is a good initiating
and I'd like to hear about
any responses.*

*I have needs in some areas,
most important setting up
a SAEB profile that covers
the world without smothering
me in data.*

Fritz

The Director of Central Intelligence
Washington, D.C. 20505

National Intelligence Council

11 July 1988

MEMORANDUM FOR: National Intelligence Officers

FROM:

Director, Analytic Group

SUBJECT: AG Research Assistance for NIC Production

1. As part of the AG's efforts to provide a broader range of analytic and analytic support services for NIC production, I want to be certain that you and your staffs are acquainted with the many types of research assistance that we can provide. [] joined the AG as its research assistant in 1980, and in the course of supporting the production of scores of estimates and other NIC studies, has acquired an impressive and broad range of skills helpful to the NIC's needs.

2. [] is a part-time employee (Monday through Thursday) and has a substantial work load supporting the AG and producing the NIC weekly Activity Report, there are a number of services that she could also provide you. All of the following types of support that she provides us, for instance, could be extended to include some or all of your needs:

- Revising, updating, and fine-tuning classified reading requirements.
- Scanning and clipping major periodical and scholarly publications for articles of interest.
- Proofreading.
- Factfinding.
- Designing and coordinating the use of Agency and unclassified data bases.

3. The last category is one that many of us tend to overlook because of the heavy flow of daily mail and the immediacy of so many of the issues we confront. There are several data bases--classified and unclassified-- [] including many invaluable ones that are "on-line." She can, for instance, get you Lexus-Nexus runs that provide abstracts and the full text of newspaper and periodical articles, PAIS (Public Affairs Information Service) abstracts of scholarly literature, Magazine Abstracts, Dissertation Abstracts, and many others. She can do broad or highly tailored searches or get you specific articles of interest.

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SECRET